



**Xavier Charter School
Board Meeting Minutes
December 19, 2012
6:00 p.m.**

- I. Meeting called to order at 6:06 p.m.**
- II. Roll Call Attendance** – Debbi Burr-present, Joan Hurlock-present, Melissa Crane-present, Mark Lambert-present, James Wallace-absent
- III. Approval of Agenda**

Motion: To accept the agenda as posted.
Made by: Mark Lambert
Seconded by: Melissa Crane
Result: motion carried, all in favor
- IV. Approval of Minutes**

Motion: Motion to approve the October 18th, November 15th, November 23rd and November 30th minutes.
Made by: Mark Lambert
Seconded by: Melissa Crane
Result: motion carried, all in favor
- V. Public Input**

A parent made contact with Mark Lambert regarding the parking lot at pick-up and drop off. The staff will be addressing this issue.
- VI. Board Items**
 - a. Update on lease** – Mrs. Burr stated that Mr. Stevenson has made contact with her and asked that she make it clear to the stakeholders that he wants to make sure Xavier's doors stay open. He wants to ensure that the public understands his desire to work with Xavier regarding the lease of the current building in order for the school to stay operational.
 - b. Public Charter School Commission Meeting** – Mrs. Burr stated that the meeting in December went very well. The board asked to go back before the commission in February and they agreed to allow Xavier to appear again. The Xavier Board asked to go before the board in order to finalize the long term plans.

- c. **Budget Amendment** – Mr. Biggers discussed the need to amend the budget in January. The meeting to amend the budget is proposed for January 17th. Adjustments need to be made in order to reflect the changes in projected revenue and expenses.
- d. **Alternate Graduation Policy** – Mrs. McAllister reported that make-up ISAT testing was given. It appears that we will need to have a policy in place to address an alternate graduation plan if a student is unable to pass the ISAT requirement. The Lead Team will be working on this policy.
- e. **Mr. Wiseman Rate Adjustment** – Mr. Biggers presented a proposal to extend the time period for Mr. Wiseman’s consultation services. Mr. Wiseman has been working daily to assist Xavier in the accounting and financial planning needs of the school. Due to the resignation of the business manager, reconstruction of the financial records for the federal audit and the budget amendments Mr. Wiseman’s services are crucial. The proposal is that Xavier shall pay Mr. Wiseman not to exceed an additional \$14,000 to continue working the remainder of the fiscal year.

Motion: A motion was made to accept the extension of Mr. Wiseman’s contract with the additional funding.

Made by: Melissa Crane

Seconded by: Joan Hurlock

Result: Motion Carried, all in favor

Mr. Wallace arrived at 6:37 p.m.

- f. **Emergency Response Plan** – Mr. Biggers presented a plan that he created for Xavier several years ago. Mr. Biggers feels that the plan is solid and would like to start training staff on this plan. An update will be brought back to the board at the next board meeting.

VII. Business

a. Business manager’s report

- i. **Ratification of the Approval of Bills** – Mr. Phelan presented the monthly bills to the board.

Motion: A motion to ratify the approval of the bills as presented to the board.

Made by: Melissa Crane

Seconded by: Joan Hurlock

Result: Roll call vote: James Wallace-yes, Melissa Crane-yes, Mark Lambert-yes, Joan Hurlock-yes and Debbi Burr-yes. The motion carried

- ii. **Monthly Financials** – Mr. Phelan presented the monthly financial reports to the board. Mr. Wiseman and Mr. Phelan answered questions from the board.
- b. **Hiring of additional kitchen help-** Mr. Biggers would like to hire a current para-professional full-time to split between the kitchen and the para-professional duties. The additional cost will include benefits.
- c. **Para-professional hire-** Mr. Biggers would like to move one of our existing para-professionals to a full time position in order to cover the vacancy with the second grade para-professional. The additional cost will be benefit coverage for the employee.

VIII. Reports

- a. **PFA report** – Chelsey Tucker was unable to attend. Mr. Biggers presented an update from the committee which included sweatshirt sales, library book covering, and the book giving tree.
- b. **Administration**
 - i. **Lead Teachers Reports**
 - 1. **Grammar School** – Becky Baird
 - a. **Library Update** - Getting ready to open the library in January
 - b. **March 16th** – Modern Woodman breakfast is scheduled for 8:30 a.m. to 11:00 a.m. the cost will be \$5 for adults and \$3 for children.
 - c. **Poetry Out-Loud** – Will be offered for Grammar School students
 - d. **Showcase** - We offered a variety of showcase options for K-6. The parents enjoyed the change.
 - 2. **Logic School** – Lisa Thompson
 - a. **6th Grade** – Things are going well, but it is not optimal.
 - b. **After School Programs** -
 - i. First Lego League – run by Teresa Berry, a parent, and open to 4th through 8th graders. Our group won the award for our area. They will compete in the regional competition.
 - ii. Jump Rope – over 100 kids came to this event
 - c. **K-8 Response to Intervention** – We are establishing a formal team and meeting on a bi-weekly basis.
 - d. **VFW Essay** – Our students received 2nd and 3rd place this year – generally out of the top 12 essays presented 8 to 9 of them are from Xavier student.

3. Rhetoric School – Tiffanie McAllister

- a. PSAT** – Tests were given this fall to our sophomore class.
- b. Seniors** – The students are working on their senior projects and getting ready for graduation.
- c. ISAT Retakes** - these have been given
- d. Butter Braids** - The Butter Braids have been delivered and Mrs. McAllister thanked the PFA for their help.
- e. Showcase** – The showcase was held and it was very successful. Both shows were full and we need to thank the PFA for manning the doors and accepting payments.
- f. Poetry Out-Loud** – The students are preparing for this event. We will hold an assembly to present Butter Braid winners in conjunction with this event
- g. Saturday School** – The first Saturday School was held last week. There were 20 kids present. The next Saturday School will be held on January 12th.
- h. Lee Pesky Award for Inspirational Teachers - Brenda Blanco** – Brenda Blanco has been nominated by one of her former students. She will be one of four receiving the award.
- i. Schedule Spring Semester** - The goal is to have the schedules ready for students by the end of the week we return from break.

ii. Head of Schools Report – Thad Biggers

- 1. State Department of Education Letter** – presented to the board and the board given the opportunity to ask questions.
- 2. Pay for Performance** – The checks for pay for performance have been issued to staff.
- 3. Teacher Evaluation** - Direction has been given from the state that we are to follow the current law regarding the teacher evaluation process. The first half of the evaluations must be completed by the end of February and the second half by end of the school year. We will reconvene the committee to finish this process for the second half
- 4. Superintendents Meeting** – Thad and Mel attended today and many local legislators were present.
- 5. IRS Report**- Mr. Biggers has received notification that the 2010 tax issue has been taken care of.

IX. Student Issues - none

X. General Information –

a. Strategic Planning – Set a date for March.

XI. Executive session

Motion: A motion was made to go into executive session – it is requested that the Board go into executive session to consider evaluation, dismissal or disciplining or, to hear complaints or charges brought against an employee or student (b), conduct deliberations considering legal negotiations or acquire real property (c), and communicate with legal counsel (f) as per I.C. 67-2345.

Made by: James Wallace

Seconded by: Mark Lambert

Result: – Debbi Burr-yes, Joan Hurlock-yes, Melissa Crane-yes, Mark Lambert-yes, James Wallace-yes

Entered Executive Session at 8:33 p.m.

Motion: To return to regular session (Time 10:26 p.m.)

Made by: James Wallace

Seconded by: Mark Lambert

Result: Debbi Burr-yes, Joan Hurlock-yes, Melissa Crane-yes, Mark Lambert-yes, James Wallace-yes - Motion Carried

XII. Adjourned – 10:27 p.m.